



UIM/ Business Transition and Training  
Department of Workforce Development

# **Uplink**

## **Employer Self Service**

### **New Employer Registration**



## Benefits of Uplink Employer Self Service

- Register as a new employer
- Immediate access to account information
  - Review
  - Maintain

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Using Uplink will provide you with many benefits. Through the Uplink Employer Self Service System, you now have access to on-line services, 24 hours a day, 7 days a week.

Uplink allows you to do the following on-line:

- Register as a new employer
- Maintain unemployment insurance account information
- Review account status information



## Benefits of Uplink Employer Self Service

- Ability to assign agents and authorizations
- Submit quarterly reports & make payments

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Additional options in Uplink allow you to:

- Assign correspondence agents and external users to assist with account maintenance
- Submit quarterly unemployment insurance contribution and wage reports
- Make payments via e-check, credit card, or payment voucher

Uplink Employer Self Service provides you with immediate access to services and information.

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## EMPLOYER SELF SERVICE LOGON

**INDIANA WORKFORCE DEVELOPMENT**

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**Please Logon**

Fields marked with an asterisk \* are required.

Username \*

Password \*

**Important Information**

Welcome to the Indiana Department of Workforce Development Employer Self Service Website. The following capabilities are currently available to employers:

- Registration
- Profile Maintenance
- Quarterly Reporting
- Payment Processing
- Data Review

As some browser buttons can cause unexpected results, please do not use the BACK button or any other external browser buttons. Use only the navigation buttons provided within Uplink. Also, Uplink does use some pop up windows to display certain information such as help content and various other links. Most pop up blocker programs allow you to hold down the ctrl key on your keyboard while clicking a link, to allow a pop up window to open.

**Existing User Logon Screen**

**New Users Click Here**

This is the logon screen for accessing Uplink Employer Self-Service. By providing a username and password, you can gain access to your account to review and update your account information.

If you are a new user, click the 'New User' button, or the link on the navigation pane, to start the account creation process.

The Important Information section at the top right portion of the screen will provide you with information about the kinds of activities you can complete by using Uplink Employer Self-Service.

You will return to this screen again after logging off the Employer Self-Service system.

Uplink Helpful Hints ~If you've forgotten your username or password, buttons are 'up front and center' to help you get answers. You can also click the ?Help button at the top right of the screen for more information.

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## CHECK EXISTING UI ACCOUNT

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**Check Existing UI Account:**  
You have indicated that you would like to establish a new Logon UserID.

Is this UserID going to be for a UI Employer or [Agent](#) Account?

Employer  
Employer  
Agent

Do you already have an existing Indiana DWD account number for the account type selected above?

☐ Yes ☐ No

Select 'Yes' to only create an online User Account for your existing Employer or Agent account.  
Select 'No' to complete the full registration process for a new Employer or Agent account.


[Next](#) [Cancel](#)

Registering as an Employer

You will reach this screen when you click the 'New User' button on the Logon screen. On this screen you are asked to register as a UI (unemployment insurance) Employer or as an Agent. You are asked to make your selection from the drop-down box choices using the list arrow.

Click on the 'No' button if you do not have an existing SUTA account number.

Uplink Helpful Hints ~If you see an underlined word or phrase on the screen you can click on that text to access the Help system and learn more about that term.



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Logon


New User?

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## NEW EMPLOYER REGISTRATION

  
unemployment programs


### Registering for an Indiana State Unemployment Tax Account

Business entities that have paid wages in Indiana and met employer qualifications are required to register with the Indiana Department of Workforce Development. Please DO NOT attempt to register until wages have been paid. By using our on-line registration system, you will be able to receive your account number and tax rate immediately if you have met qualification criteria for your business type and can provide required information.

**Note:** You will not be able to register on-line at this time if you meet any of the following conditions: the business is the result of a reorganization, the business is a result of an acquisition, the business is the result of a merger, or the business is a Professional Employer Organization (PEO). Please visit our website at [http://www.in.gov/dwd/forms\\_downloads.html](http://www.in.gov/dwd/forms_downloads.html) to get the forms needed to register, or call 1-800-891-6499 for assistance.

[Next](#)

Reading the text displayed on this screen allows you to determine if you are eligible to register online or must contact DWD first. You must click on the 'Next' button to advance to the next screen.



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[New User?](#)

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## NEW EMPLOYER REGISTRATION



### What is Needed to Register Successfully?

Be prepared to provide the following information about the business when you begin the registration process:

1. FEIN
2. Name of legal entity
3. DBA (Doing Business As) name, if it is different than the legal name
4. Physical address of the business
5. Mailing address (if different from the physical address)
6. Additional business location addresses
7. Type of legal entity (corporation, sole proprietorship, LLC, etc.)
8. Primary business activity performed
9. If a partnership or corporation, state and date of incorporation/formation.
10. Name, social security number, and telephone number for owner(s)/officers/partners of the business
11. Dates that covered employees first performed services in Indiana
12. Date that first wages were paid to covered employees
13. Payroll service/agent name (if applicable) and type of correspondence you want them to receive

[Register Now!](#)

This screen lists the information you should have available prior to beginning your registration process. Once you have all the necessary information you can click on the 'Register Now' button to begin the new employer registration process.

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## CREATE NEW USER ACCOUNT

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**Sign Up For A New Account**

Fields marked with an asterisk \* are required.

I am signing up as an Employer

Username \*

Password \*  (4 to 15 Characters)

Retype Password \*

Secret Question \*

Answer \*

User Email Address \*

Retype Email Address \*

User First Name \*

User Last Name \*

Contact Phone \*  (999-999-9999)

**User Agreement**

**Website Terms of Use Agreement**

- Definitions.**  
www.dwd.in.gov is a website maintained on the World Wide Web by the State of Indiana, Department of Workforce Development. "The site" or "site" refers to www.dwd.in.gov. "User," or collectively "Users," refers to any party who accesses the site. "Department" refers to Indiana Department of Workforce Development. "Access" refers to viewing or otherwise obtaining information located on www.dwd.in.gov. "Agreement" refers to these terms of use and any subsequent modification.
- Acceptance of Terms.**  
By accessing the site via the World Wide Web or any other medium, User accepts and agrees to all conditions imposed in this Terms of Use

☒ I accept the User Agreement

[Cancel](#) [Next](#)

Registering as an Employer

Creating a new Uplink user account starts with basic information such as a personalized username, password, and security question. Don't forget to read and click the check box to Accept the User Agreement.

Now that you have created your username and password, click on the 'Next' button to return to the Employer Self Service Logon screen. After entering your username and password and clicking the 'Logon' button you can continue your registration process.

Both employers and agents can register in Uplink.

Uplink Helpful Hints ~The orange asterisks \* indicate required entry fields.



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## EMPLOYER FEIN INFORMATION

**INDIANA WORKFORCE DEVELOPMENT**

Fields marked with an asterisk \* are required.

Please Enter Your **FEIN** \*

(99-9999999)

[If you do not have a FEIN, get a FEIN now](#)

[Next](#)

**Employer Registration**

- Qualify
- Legal Information
- Responsible Parties
- Locations
- Business Activity
- Contacts
- Assign Agents
- Certification
- Confirmation

**Progress Displayed**

**Need a FEIN?**

On this screen you will need to enter your FEIN (Federal Employer Identification Number) to begin creating a new account. If you need a new FEIN there is a link provided that will take you to the IRS website. The entry of a FEIN is required prior to proceeding with the registration process.

Uplink Helpful Hints ~Notice the left navigation bar; the orange arrow lets you know which screen you are working on, and your progress within each section.

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## EMPLOYER QUALIFY

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Please select Yes to any of the situations below which apply to your business or organization.

Are you Registering as a result of a Merger/Acquisition?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is your entity a <a href="#">Professional Employer Organization</a> ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you a <a href="#">Governmental Entity</a> ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you a <a href="#">Not For Profit Organization</a> ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you an <a href="#">Agricultural Employer</a> ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you a <a href="#">Domestic Employer</a> ?	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Next](#)

**INDIANA WORKFORCE DEVELOPMENT**

- Employer Registration
  - Quality**
  - Legal Information
  - Responsible Parties
  - Locations
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Field Level Help - Microsoft Internet Explorer

**UPLINK HELP**      **couplink**  
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**Domestic Employer**


An employer which employs the service of a household worker and pays \$1000 in cash wages or more in a calendar quarter. Workers such as an in-home care giver, gardener, and fraternity or sorority help are included in this category.

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Initial Qualifying Questions = Yes/No

On this screen you are asked several qualifying questions to determine which type of account you need to establish. You select the 'Yes/No' buttons to provide your answers. Please answer all that apply to your business or organization. If none of the questions apply to your business you can advance to the next screen by clicking on the 'Next' button. Based on your answers the Uplink system may ask you additional questions related to your registration.

Uplink Helpful Hints ~The left navigation bar gives you a topic preview of the upcoming screens.



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**EMPLOYER QUALIFY**

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Please select Yes to the first scenario which applies to your business or organization (only respond to one scenario)

Has your business ever filed an [IRS Form 941](#) under the FEIN 63-4512789 in any state? ☐ Yes ☒ No

Has your business had a total Indiana payroll \$1,500.00 or more in any calendar quarter during the current or preceding calendar year including [salaried officers](#)? ☐ Yes ☒ No

If you answered yes, please enter quarter and year payroll began:  2008

Has your business had one or more employees any part of a day in each of twenty (20) different weeks (not necessarily consecutive) during the preceding calendar year? ☐ Yes ☒ No

If you answered yes, please enter date of 20th week payroll began:  (MM/DD/YYYY)

[Next](#)

Additional qualifying questions are asked on this screen to make sure you meet the requirements to register for a new account. Please select 'Yes' to the first scenario which applies to your business or organization (only respond to one scenario). The phrase 'payroll began' refers to the payroll period in which the qualifying event occurred, not the first date wages were paid.

Uplink Helpful Hints ~Click on the Contact link at the top right of the screen to access helpful telephone numbers at DWD.



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## EMPLOYER LEGAL INFORMATION

**Legal Information**      FEIN: 23-7894561

Fields marked with an asterisk \* are required.

Legal Business Name \*

Doing Business As Name

Business Type\*

Formation Date of Corporation or Partnership  (MM/DD/YYYY)

State of Incorporation or Formation

Date Payroll Began in Indiana \*  (MM/DD/YYYY)

**Primary Mailing Address**

Address Line 1 \*

Address Line 2

City \*

State

Zip/Postal \*

Country \*

If Other, select country

Non USA State/Province


Phone  (999-999-9999)

Fax  (999-999-9999)

Next

On this screen you will enter legal information about your business or organization. You are also asked to enter information about your primary mailing address.

Uplink Helpful Hints ~You may click on the calendar icon to select your dates instead of entering them manually.



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## RESPONSIBLE PARTY

**BDB ASSOCIATES 601059**

Fields marked with an asterisk \* are required.

**Responsible Party**

First Name\*  M.I.

Last Name\*


SSN \*  -  -

Title\*

Phone\*  (999-999-9999)

[Add & New](#) [Next](#) [Clear](#)

First Name	M.I.	Last Name	SSN	Title	Phone	
Breeanne		Ball	123-45-6789	President	123-456-7890	<a href="#">Delete</a>   <a href="#">Edit</a>



Information about Responsible Parties is the next step in your registration process. You are asked to provide first name, last name, social security number, title, and phone number of the responsible party, and then click on the 'Add & New' button to add the information to the bottom section of the pane. There must be at least one responsible party assigned to the account.

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## BUSINESS ACTIVITY

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**BDB ASSOCIATES 601059**

**Business Activity**

Please select the category that best describes your primary business activity.

Industry Title\*

NAICS Code/Description\*

Please enter a detailed description of your primary business activity. (Maximum of 160 Characters)\*


[Next](#)

**INDIANA WORKFORCE DEVELOPMENT**

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On this screen you are asked to select the category industry title that best describes your primary business activity; enter the NAICS code/description; and enter a detailed description of your primary business activity.

\*This screen is not able to be modified once set.




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**CONTACT INFORMATION**

BOB ASSOCIATES 601059


Fields marked with an asterisk \* are required.

Employer Contact Person	Helpful Information
Contact Title* <input type="text" value="Registration Contact"/>	<p>Please provide the names, titles and contact information of the individuals to be contacted concerning any questions or clarifications relating to the account. Accounts must always maintain at least one contact person with the title of Registration Contact.</p>
First Name* <input type="text"/>	
Last Name* <input type="text"/>	
Phone* <input type="text"/> (999-999-9999)	
Fax Phone Number <input type="text"/> (999-999-9999)	
Email Address <input type="text"/> (xxx@yyy.zzz)	

Contact Title	First Name	Middle Initial	Last Name	Phone

This screen allows you to enter contact information, for those who can answer questions or clarifications relating to your account, into the text boxes in the top pane of the screen. Click on the 'Add & New' button to add them to the list at the bottom of the screen. The contact title is assigned by using the list arrow to select the appropriate job title from the drop-down list.

Accounts must always maintain at least one contact person with the title of Registration Contact.



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## ADDITIONAL LOCATIONS

**BOB ASSOCIATES 601059**

Fields marked with an asterisk \* are required.

**Additional Locations**

Location Name *	<input type="text"/>
Address Line1 *	<input type="text"/>
Address Line2	<input type="text"/>
City Name *	<input type="text"/>
State*	Indiana
Zip Code*	<input type="text"/>
Phone *	<input type="text"/> (999-999-9999)
Fax Phone Number	<input type="text"/> (999-999-9999)

[Add & New](#) [Next](#) [Clear](#)

Name	Number	Address Line1	City Name	State	Zip Code
<hr/>					

Additional business locations can be added on this screen by entering the address information and then clicking on the 'Add & New' button. The information is then added to the bottom section of the pane. Address line entries are limited to 40 characters per line.



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## ASSIGN CORRESPONDENCE AGENTS

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**MURPHY ACCOUNTING INC. 600931**

**Assign Correspondence Agents**

Correspondence Type: Tax

Agent Details: [Search](#)

Asap Payroll Service

8130 S Meridian St Suite 4c  
Indianapolis, IN 46217-4960  
Primary Phone: 317-887-2727

**Important Information**

☒ By checking this box, I certify that I, Shari Murphy, am a responsible party for Murphy Accounting Inc. identified for federal tax identification purposes as 23-7894561. I understand that the Indiana Department of Workforce Development (IDWD) maintains three separate and distinct correspondence groups (Benefits, Tax, and Appeals) for the purpose of providing various notices to employers. I understand that I am granting or retracting the selected agent on this screen to right to receive all IDWD correspondence from that correspondence group. I understand that my assignment or retraction thereof in no way relieves Murphy Accounting Inc. of any liability that may result from Murphy Accounting Inc.'s agent's failure to perform its duties. I agree that Murphy Accounting Inc.'s agent will not in good faith to provide IDWD with all factual information.

[Assign](#) [Next](#) [Clear](#)

Correspondence Agents				
Business Name	First name	Last Name	Phone	Correspondence Type
Abcde Consulting	Sarah	Bree	123-456-7890	Benefits

[Details](#) | [Delete](#)

This screen allows you to assign a correspondence agent as your representative to receive correspondence relating to appeals, benefits, and/or tax from the Indiana Department of Workforce Development. Clicking on the Agent Details 'Search' link allows you to choose from a list of agents registered with the state. Once you select and assign an agent they are added to the Correspondence Agents section of the screen.

If your agent is not on the list, they must go into the Uplink system and register. Once they are registered you will be able to select them from the list.

After selecting and assigning your correspondence agent you can continue with the registration process by clicking on the 'Next' button. If you do not have a correspondence agent you can skip this screen by clicking the 'Next' button.

Uplink Helpful Hints ~Click on the Resources link at the top right of the screen to access helpful links relating to unemployment insurance.

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## CERTIFICATION

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**MURPHY ACCOUNTING INC. 600931**

**Certification**

☒ I, Shari Murphy, certify that the information provided on these forms is correct and true to the best of my knowledge.

**Print for Reference**

[Submit Registration](#) [Cancel](#)

---

**Registration Summary** [Print](#)

**Qualification Information**

Are you Registering as a result of a Merger/Acquisition?	NO	Has your business filed IRS Form 940 under the FEIN 23-7894561 in any state?	NO
Is your entity a Professional Employer Organization?	NO	Has your business had a total Indiana payroll \$1,500.00 or more in any calendar quarter during the current or preceding calendar year including salaried officers?	YES
Are you a Governmental Entity?	NO	Quarter and Year payroll began:	3/2006
Are you a Not For Profit Organization?	NO	Has your business had one or more employees any part of a day in each of twenty (20) different weeks (not necessarily consecutive) during the current or preceding calendar year?	NO
Are you an Agricultural Employer?	NO		
Are you a Domestic Employer?	NO		

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**Legal Information** [Edit](#)

FEIN	23-7894561	Formation Date of Corporation or Partnership	01/01/2004
Legal Business Name	Murphy Accounting Inc.	Date Payroll Began in Indiana	01/01/2004
Doing Business As	Murphy & Associates		
Business Type	Limited Partnership	State of Incorporation or Formation	Indiana
Primary Mailing Address	1234 E. Isabell Ave. Terre Haute IN 47805	County	Vigo

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**Business Activity** [Edit](#)

Category	541211 - Offices of Certified Public Accountants
Description	Process payroll and tax issues for our clients

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**Responsible Parties** [Edit](#)

Certification is an important part of your registration process. On this screen you must review all of the information you entered and then click the check box to certify the information is correct. This screen will only be seen by you when you first register. If changes to the information you have entered are necessary, you can click on a section 'Edit' button which will return you to the screen you wish to correct. Upon completing your changes and clicking the 'Next' button you will be returned to this screen showing the updated information.

You should print your certification page before submitting your registration. The 'Print' button is located at the top right of the registration summary area.

Once you have checked your information and certified it is correct you may click on the 'Submit Registration' button. There is also a 'Cancel' button located here if you wish to return at a later time to submit your registration. After submitting your registration you will see a confirmation screen. This will complete your new registration process.

Uplink Helpful Hints ~Dates should be entered using the MM/DD/YYYY format.

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## CONFIRMATION

**BDB ASSOCIATES 601059**

Confirmation Page [Print](#) [Important Information](#)

**Congratulations! You have successfully registered your business with the Indiana Department of Workforce Development.**  
Your confirmation number is 5633

Employer Legal Name	Bdb Associates
Employer Account Number	601059
Initial UI Tax Rate	2.7%
Date, Time	03/14/2007 12:56:28 PM

You will be receiving additional information soon concerning your new account.

Press the Home button to view your homepage or file quarterly Contribution and Wage Reports.

Please print this page and keep for your records.

[Home](#)

This is the confirmation page you will see when completing your registration process. It provides you with a confirmation number for reference, and lists the employer legal name, account number, initial UI tax rate and the date and time of registration.

You may now click on the 'Home' button to return to the employer home page. If you have any reports due, the Smart Links on the right side of the home page will take you to the quarterly reporting options page.

You are advised to print this page and keep for your records. The 'Print' button is at the top of the screen.

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## EMPLOYER SUMMARY

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**MURPHY ACCOUNTING INC. 600931**

Doing Business As: Murphy & Associates Business Type: Limited Partnership FEIN: 23-7894561

Profile Information		Smart Links
Primary Address	1234 E. Isabell Ave. Terre Haute, IN 47805 Ph: 123-456-7890	<a href="#">Contribution Report Due: Q3Y2006</a> <a href="#">Contribution Report Due: Q2Y2006</a> <a href="#">Contribution Report Due: Q1Y2006</a> <a href="#">Wage Report Due: Q3Y2006</a> <a href="#">Wage Report Due: Q2Y2006</a>
Current Year: Rate	2006: 2.7%	
Liability Date	01/01/2006	
Status	Active	
Status Date	01/01/2006	
Business Activity	Offices of Certified Public Accountants	

**Employer Summary/  
Home Page**

Quarterly Report Summary											
Qtr/Year	Total Wages	Taxable Wages	Contr Due	Contr Pd	Interest Due	Interest Pd	Penalty Due	Penalty Pd	Other Due	Other Pd	Balance
2/2004	\$ 45,000.00	\$ 28,000.00	\$ 756.00	\$ 0.00	\$ 219.24	\$ 0.00	\$ 75.60	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,050.84
1/2004	\$ 58,000.00	\$ 35,000.00	\$ 945.00	\$ 0.00	\$ 302.40	\$ 0.00	\$ 94.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,341.90

The Employer Summary screen is the home page for Uplink Employer Self-Service and is where you will begin after logging into the system. This screen provides a summary of important activity on your account. You can access this page by clicking on the 'Home' menu item on the navigation bar from any screen.

Smart Links to additional account information are available in this pane also. The Smart Links will notify you of any reports that are due or past due and will link you to the appropriate screens to enable you to take action.

Uplink Helpful Hints ~Once on this screen you can use the navigation pane to move to other items in the employer summary topic list.



## ~ Uplink ESS ~

**For additional information  
contact our DWD Call Center  
at 1-800-437-9136**

Thank you for viewing this informational document on Uplink Employer Self Service New Employer Registration. If you experience any difficulties or have additional questions you may contact the DWD Call Center at 1-800-437-9136.